

## NATURAL RESOURCES CONSERVATION SERVICE

### DOCUMENTATION REQUIREMENTS

#### ANIMAL TRAILS AND WALKWAYS (575)

##### FIELD DATA

The following is a list of the minimum field data to be collected:

1. Profile of proposed trail or walkway;
2. Cross sections – at least one per design reach, at culvert locations, and at other critical areas;
3. Locations and types of outlets for proposed culverts, cross drains, and other practices.

##### DESIGN DATA

The following is a list of the minimum required design data:

1. Anticipated traffic, and proposed surface material;
2. Design grades, elevations, and cross sections dimensions for each design reach;
3. Culvert design: watershed area, peak discharge, hydraulic computations to support size and type of culvert and appurtenances;
4. Design of cross drains;
5. Construction drawings shall include the following as a minimum:
  - Plan view including location map and all system components;
  - Profile view of trail or walkway;
  - Cross section view at each culvert or other drain location showing elevations of culvert and walkway;
  - Details of culvert or drain outlet protection and other structural components needed;
  - Lime, fertilizer, and seeding requirements according to practice standard 342, Critical Area Planting (may be included as a specification instead);
  - Quantities of materials;
  - Critical Inspection Items;
  - Utilities statement and Excavation Safety statement.

6. Construction and material specifications;
7. Written Operation and Maintenance (O&M) plan.

##### PRE-CONSTRUCTION & INSPECTION

1. Preconstruction Meeting With Landowner And Contractor. This is a meeting to explain the drawings and specifications, discuss requirements for construction and material certifications, level of staking needed, safety issues, utilities notification, and other topics. Document the following as a minimum:
  - Time and date of meeting;
  - Names of attendees;
  - Items discussed and decisions made.
2. Layout And Staking Of Practices. Document:
  - Survey notes showing layout of the practices, including date and who performed the staking;
  - If the contractor provides staking, then document any reviews made to ensure proper placement of the practice.
3. Utilities Notification. Can use form ENG-5 and ENG-6 to assist in tracking utility notifications (See NEM §MA503). Document:
  - Initial discussion with landowner about his or her responsibility to notify utilities;
  - Information from landowner about existence and location of known utilities;
  - Assurances that utility company has been notified, including staking by utilities.
4. Inspection During Construction. Document:
  - All inspections made during construction, including all those identified on the drawings as critical inspection items;
  - Include visual inspections and conclusions, surveys, tests and test results;
  - Discussions with landowner and contractor;
  - Photographs taken before and during construction;

- Approval by designer of any changes from the drawings or specifications before implementation of the change.

### **CONSTRUCTION CHECK**

The following is a list of the minimum required data to support the as-built drawing:

1. Profile of trail or walkway;
2. Cross sections at all culvert and cross drain locations, and at all other critical areas;
3. Length, size, and type of culvert pipes installed;
4. Type of walkway surface material installed;
5. Seeding performed;
6. Total constructed length of trail or walkway;
7. Materials documentation to certify quality as stated on drawings and specifications.

### **CERTIFICATION**

The following is a list of what must be certified by a person with the required approval authority for the installed practice:

1. Final quantities and documentation for quantity changes;
2. Statement on the as-built drawings that the installed practices meet or exceed the requirements of the NRCS practice standards;
3. Record in the case file the length of the installed trail or walkway;
4. Report in PRMS, as applicable.